



# NAV AIR LAKEHURST



## SAFETY AND HEALTH NEWSLETTER

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NAES LAKEHURST PUBLIC SAFETY DEPARTMENT

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## Tips to Reduce Stress at Your Workstation

### Keyboard Support

Keyboards supports should be height and angle adjustable to enable the user to have their wrist, arm, shoulder and neck in the neutral position. The keyboard should be able to tilt both towards and from the operator, and the support should leave enough room to thigh and leg clearance. Keyboards supports should have room for a mouse, to help avoid over-reaching and contact stress to the operator's wrist. Fixed keyboard supports that are placed too high or low can cause additional stress to the operators shoulder and neck.

### Office Chair

Height Adjustability is a key factor when choosing a chair for your workstation.

Most chairs are height adjustable, and have handles on the side, which will raise and lower the chair; turning the base of the chair by hand can raise older model chairs. Other features to consider are seat back angle, lumbar support, and armrest. Seat back angle allows the seat to tilt forward and back. The seat should be adjusted so the legs form a 90-degree angle to the floor. Lumbar support should rest in the small of the operator's back. Lumbar supports are most effective when the operator is sitting up straight.

Back –support pillows can provide lumbar for chairs without lumbar support. Adjustable armrest gives the operator a chance to fully relax during “mini breaks” employees should take.

### Copy Holder

You should use a copyholder so your paperwork is at or slightly below eye level. This prevents forward tilting of the head and neck which strains neck muscles and joints. Using a copyholder reduces the number of times you bend your head forward and backward. Remember to position your monitor directly in front of you to prevent neck strain.

Take rest breaks to reduce stress on your back and eyes. When on break take a walk to stretch back muscles. Focus your eyes at an object at a different distance than your computer, blink your eyes to moisten them or close your eyes for 5 seconds to relax them.

Adjust your workstation to fit your body and workstyle. If you need an ergonomic evaluation of your work area contact Tom Skirzynski of the Safety office at X2525.



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Do you have any safety related topics you would like to see in our publication or have any questions we can help with? Contact us at X2525.

# MISHAP REPORTING

**Just a reminder....**OPNAVINST 5100.23 Navy Occupational Safety and Health Program states that all supervisors are responsible for the prompt and thorough reporting of all mishaps and near misses occurring under their cognizance. The purpose of reporting these injuries is to identify causal factors and recommend solutions to prevent similar mishaps from occurring in the future.

The Safety Office's **Personal Injury Report** must be completed by the supervisor to document the injury.

You may report an injury to the Safety Office by calling X2525 or filling out the report and faxing it to the Safety Office at X2659.

The **Personal Injury Report** can be found below. You may print this out and makes copies for future use.

If you have any questions on reporting an injury to the Safety Office please contact Mr. Walt Latosh at X2525.

## PERSONAL INJURY REPORT

Name if Injured: \_\_\_\_\_

Date of Injury: \_\_\_\_\_

Time of Injury: \_\_\_\_\_

Location of Injury: \_\_\_\_\_

Brief Description of Injury: \_\_\_\_\_

Person Reporting Injury: \_\_\_\_\_

Supervisor

Yes

No

Date Reported to Safety Office \_\_\_\_\_

This report may be faxed directly to the Safety Office at X2659.

# A CLEAN SWEEP FOR SAFETY

How many times have you found yourself walking around tools, equipment and other materials or debris in your work area? Let your employees know that by turning the work area into an obstacle course, they are setting everyone up for a fall and possibly a painful injury. They're also making it difficult to work efficiently and safely.



Good housekeeping has to be a part of the daily routine. You can't put an area in order, forget it, and expect the order to be maintained.

The following are good housekeeping tips from the National Safety Council to share with your people to help them keep the work area orderly:

- Walking and working surfaces should be kept clean, dry and unobstructed. Be sure to wipe up spills immediately.
  - Aisles and exits must not be blocked, even for a few minutes.
  - Splash guards and oil pans should not be removed from machinery except for cleaning.
  - Work area floors should be free of pallets, equipment, materials, tools, extension cords and hoses.
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- Materials should be stacked properly and only to a height that maintains stability. Don't let materials overhang or protrude into aisles or work areas.
  - Trash and debris should be put away. The containers should be in convenient places.
  - Oily rags must be put in closed metal containers to prevent fires.
  - Stock should be stored so it doesn't obstruct sprinklers.
  - Materials should not be stored on radiators, steam coils, ovens or near heat sources.
  - Don't store materials so they obstruct natural or artificial light sources.

Don't pass up a spill or debris and figure the next person that comes by will report it or clean it up. It is everyone's responsibility to keep work areas clear and clean.

When you keep your work area in order, you'll find it pays dividends by allowing you to work more easily and in more pleasant and safe surroundings. And it helps to protect you and your coworkers from costly and possibly crippling accidents.

If you have a safety issue or concerns please feel free to contact the safety office at X2525 and someone will be happy to assist you.



## FROM THE POLICE DESK.... by Sgt. Joe Lima X4041

### SCHOOL'S OPEN

The slogan "School's open, drive carefully" has reminded adults of the potential for danger for more than a generation, but it is a message that bears repeating.

If you're driving this morning, pay careful attention to the young people who are excitedly going to or from the community's schools. Watch the school buses and the children who are entering and exiting. Follow traffic rules, including posted speed limits within the school zones. If you must err, do so on the side of caution.

And parents, talk to your children before they leave the house this morning. Make sure that they realize that in a collision with an automobile, they are the sure loser.

The reward may be one child's life protected from danger. And that is a blue ribbon award for the entire community.

**It's that time of year again....**put away the beach bags and get out the back packs - school is just around the corner. This is an ideal time for parents and students to develop strategies to reduce the stress and anxiety that comes with the start of a new school year.

Begin by establishing daily routines before school starts. This is especially important for young children since they have more difficulty with transitions. One way to do this is to practice your morning schedule the week before school actually starts. Find out how long it takes to get up, get dressed, eat breakfast and head out the door. This will help alleviate any last-minute morning hassles.

Designate a space in your home specifically for doing homework. It may be better if this area is not in the child's room because there are often too many distractions there. Developing good study habits at an early age will help your child improve responsible behaviors long-term.

Discuss how your children might deal with bullies and other situations that concern them. If your children are prepared to deal with difficult circumstances, there will be fewer problems and worry when they arise. For strategies on discussing these issues with your younger children [tonystime.com](http://tonystime.com) is a program developed jointly by Stand for Children and Tony's Pizza. The Web site features tips and activities that teach children about responsibility, respect, rules and relationships.

Review safety and school rules with your children to avoid any confusion. It's important to understand how to safely board and exit a bus, as well as how to cross streets before and after school. In addition, discuss what is appropriate to bring into a classroom and what is not.

Set a time each day to talk with your children about their school day. This conversation could take place during dinner, in the car, or right before bed. Have reasonable expectations for what the conversation will be like. Asking, "How was school today?" is likely to get a standard response of, "Fine." Asking more specific questions such as, "What was the most interesting thing you learned today?" may be a better way to start a conversation. But whichever approach you choose, it is important to maintain an open dialogue with your children and be aware of their daily activities and what they are learning.

Most important, be enthusiastic. Acknowledge your children's concerns about the challenges of a new school year, but help them get excited about learning and making new friends. By preparing yourself and your children ahead of time, you'll pave the way for a successful start of the school year.



## CPSC, Pottery Barn Kids Announce Recall of Wooden Clacker and Ride-On Toys

WASHINGTON, D.C. - In cooperation with the U.S. Consumer Product Safety Commission (CPSC), Pottery Barn Kids, of San Francisco, Calif., is voluntarily recalling about 3,800 Star Clacker wooden toys and about 3,000 Ride-On Duck wooden riding toys. The wooden peg can come off of the Star Clacker toy and pose a choking hazard. The Ride-On Duck's wheel cap can break, allowing the wheel to come off and release small parts, also presenting a choking hazard to young children. The Star Clacker wooden toys, also does not comply with the Federal Hazardous Substance Act for design and construction of baby rattles, due to the handle length.

Pottery Barn Kids has received one report of a wheel coming off of the Ride-on Duck toy. No injuries have been reported for either product. The clackers are made of three wooden star shapes, tied together, with the two outside stars painted red, white or blue. The center star and handle are made of natural wood. The toys measure about 6-inches long. The handle has a gold "Made in China" label and a white label reading, "Intended for Children over 6 months of Age."

The Ride-On Duck is a yellow wooden duck-shaped toy with orange wheels and bill that measures 12-inches high by 20-inches long. It has a gold "Made in China" label on the bottom.

Pottery Barn Kids stores nationwide sold the Star Clacker toys from April 2002 through July 2002 for about \$6. Pottery Barn Kids stores nationwide, catalogs and Internet site sold the Ride-On Duck toys from September 2001 through June 2002 for about \$49.

Consumers should take the recalled toys away from young children immediately and return the toys to the store where they were purchased for a refund or replacement toy. For additional information, contact Pottery Barn Kids at (866) 428-6467 between 8 a.m. and 5 p.m. PT Monday through Saturday. Consumers can also visit the firm's web site at [www.potterybarnkids.com](http://www.potterybarnkids.com).



## CPSC, Greenlee Textron Inc. Announce Recall of Electrical Testing Meters

WASHINGTON, D.C. - In cooperation with the U.S. Consumer Product Safety Commission (CPSC), Greenlee Textron, Inc. (Greenlee), of Rockford, Ill., is voluntarily recalling about 650 electrical testing meters. The meters are used to measure voltage and current of electric-powered equipment. An incompatible grommet, located in the battery compartment to protect internal wires, can cause the meter to provide inaccurate voltage and current readings. A meter that inaccurately indicates zero voltage or current creates the potential for electric shock or an electrocution hazard from the equipment being tested.

CPSC and Greenlee have not received any reports of injuries or property damage. This recall is being conducted to prevent the possibility of injuries.

This recall involves certain CM-700 and CM-750 electrical meters. The 8-inch meters are dark green with bright yellow features. The model number and the words "Greenlee Test Instruments" are printed across the front of the meter. A silver plate on the back of the meter displays the serial number (S/N). Serial numbers included in the recall range from 0203540001 through 0203540650. The electrical meters were made in Taiwan.

Home Depot (model CM-750 only) and electrical supply stores sold the meters nationwide during April 2002. The CM-700 model sold for about \$100 and the CM-750 for about \$140.

Consumers should stop using the recalled meters immediately and contact Greenlee to receive a replacement meter. For more information, consumers can contact Greenlee toll-free at (800) 435-0786 between 8 a.m. to 5 p.m. CT Monday through Friday or visit the firm's web site at [www.greenlee.textron.com](http://www.greenlee.textron.com)



**For more information on the current or any past recalls visit CPSC's homepage at <http://www.cpsc.gov/>**

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